

ATTENTION: ALL LICENSEES BEING AUDITED FOR CE

DEAR LICENSEE:

PLEASE USE THE FORM ON THE OTHER SIDE TO LIST YOUR CE ACTIVITIES ACCORDING TO WHETHER THEY WERE CORE, RELATED OR ETHICS HOURS. THIS WILL ASSIST YOU IN DOCUMENTING APPROPRIATE HOURS AS WELL AS EXPEDITE THE REVIEW PROCESS BY THE BOARD.

COPIES OF CE CERTIFICATES DOCUMENTING THE ACTIVITY AND THE NUMBER OF HOURS PROVIDED ARE STILL REQUIRED. PLEASE ATTACH THOSE TO THE CE FORM.

LICENSEES WHOSE APPLICATIONS ARE AUDITED WILL BE REQUIRED TO DOCUMENT THEIR CONTINUING EDUCATION ACTIVITIES. EXCEPT FOR INDEPENDENT STUDY, SUCH DOCUMENTS MUST BE IN THE FORM OF A CERTIFICATE OF ATTENDANCE, A STATEMENT SIGNED BY THE PROVIDER VERIFYING PARTICIPATION IN THE ACTIVITY, OR AN OFFICIAL TRANSCRIPT. DOCUMENTATION OF INDEPENDENT STUDY SHALL BE IN THE FORM OF AN AFFIDAVIT WHICH INCLUDES A DESCRIPTION OF THE ACTIVITY, THE SUBJECT MATERIAL COVERED, THE DATES AND NUMBERS OF HOURS INVOLVED. NO MORE THAN FIVE (5) HOURS OF CONTINUING EDUCATION SHALL BE IN INDEPENDENT STUDY.

IN THE EVENT AN AUDITED LICENSEE FAILS TO PROVIDE THE BOARD WITH DOCUMENTATION OF THE HOURS ATTESTED TO ON THEIR RENEWAL APPLICATION, THE LICENSE WILL NOT BE RENEWED.

IF, FOLLOWING THE AUDIT, THE BOARD DISQUALIFIES ANY OF THE DOCUMENTED CONTINUING EDUCATION HOURS AND THE LICENSEE NO LONGER MEETS THE REQUIREMENTS SET OUT IN RULE 135-5-.01, THE LICENSE WILL BE RENEWED UNDER THE CONDITION THAT THE LICENSEE OBTAINS THE REQUIRED CONTINUING EDUCATION HOURS WITHIN SIX MONTHS OF THE NOTICE OF DEFICIENCY. IF THE LICENSEE DOES NOT CURE THE DEFICIENCY WITHIN THIS SIX MONTH PERIOD, THE LICENSE WILL BE SUBJECT TO REVOCATION FOR FAILURE TO COMPLY WITH THE CONTINUING EDUCATION REQUIREMENTS.

EACH LICENSEE SHALL MAINTAIN FOR THREE YEARS THEIR OWN RECORD OF THE CONTINUING EDUCATION ACTIVITIES WHICH THEY HAVE COMPLETED. THE BOARD WILL NOT MAINTAIN CONTINUING EDUCATION FILES FOR LICENSEES.

To Avoid Penalties and Late Fees
YOU MUST APPLY FOR RENEWAL ON OR
BEFORE SEPTEMBER 30, 2008